



King County Board of Ethics
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KING COUNTY BOARD OF ETHICS SPECIAL MEETING NOTICE

When: Thursday, May 20, 2004, 2:15 p.m.

Where: NOTE SAME BUILDING LOCATION – DIFFERENT MEETING ROOM

Bank of America Tower
701 Fifth Avenue, Suite 3210
Seattle, WA 98104

AGENDA

1. ***Approval of Agenda***
2. ***Approval of Meeting Minutes of April 19, 2004***
3. ***Request for Suspension of Filing Requirement***
4. ***Tri-Jurisdictional Statement of Common Principles***
5. ***Financial Disclosure Program*** – Filing requirement for board and commission members who are employees; reminders for non-compliance; compliance status
6. ***Meeting with the Executive*** – Report from the Chair
7. ***Staff Report***
 - Staff Informational Response Summary
 - Proposed Ordinance Relating to Oaths for Disclosure Statements and Forms Under the Code of Ethics – update
 - Miscellaneous correspondence

Upon advance request, reasonable accommodations for people with disabilities
are available by calling 206-296-1586 or 771 TTY

ALTERNATE FORMATS AVAILABLE



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Minutes of the May 20, 2004, Special Meeting of the King County Board of Ethics

The May 20, 2004, special meeting of the King County Board of Ethics was called to order by Chair Price Spratlen at 2:15 p.m. Board members in attendance were:

Lois Price Spratlen, Ph.D.
Margaret T. Gordon, Ph.D.
Rev. Paul F. Pruitt
Jerry Saltzman

Roland H. Carlson had an excused absence.

Others in attendance:

Catherine A. Clemens, Administrator, King County Board of Ethics
James J. Buck, Administrative Services Manager, Department of Executive Services
Alan Abrams, Senior Deputy Prosecuting Attorney and Board Counsel

1. *Approval of Agenda.* Dr. Gordon requested the addition of an agenda item; Mr. Saltzman moved and Rev. Pruitt seconded that the board approve the proposed agenda with additions as requested. The board unanimously adopted the motion and the agenda was approved.

2. *Approval of Meeting Minutes of April 19, 2004.* Rev. Pruitt moved and Dr. Gordon seconded that the board approve the April 19, 2004, meeting minutes. The board unanimously adopted the motion and the minutes were approved.

3. *Request for Suspension of Filing Requirement.* The board reviewed one request for suspension of the filing requirement – the third of three requests for reporting year 2003; Rev. Pruitt moved and Dr. Gordon seconded that the board accept and approve the request. The motion passed unanimously.

4. *Tri-Jurisdictional Statement of Common Principles.* Dr. Gordon distributed a draft statement and briefed the board. She stated that the idea of a tri-jurisdictional statement arose during the January retreat; she and Mr. Saltzman volunteered to draft a statement to support the notion that ethics codes are created to help elected officials and government employees make ethical decisions. She noted that the document headings reflect areas of commonality among the three ethics jurisdictions: Washington State, King County, and City of Seattle. Following brief discussion, Mr. Saltzman moved and Dr. Gordon seconded that the board review the statement and address the content at its next meeting. The board unanimously passed the motion. The chair requested that, in order to aid further discussion during the next meeting, board members direct any questions or comments to Mr. Saltzman and Dr. Gordon prior to June 9th.

5. *Financial Disclosure Program.* Ms. Clemens provided a report to aid the board in its discussion regarding 1) the filing requirement for board and commission members who are employees, including legal requirements and related issues for consideration; 2) executive reminders for those not yet in compliance, including a reminder sent March 26, 2004, and a draft reminder to be sent the week of May 10, 2004; and 3) compliance status for the 2004 program, including a roster of non-compliant filers. As of deadline, April 15th, three

employees out of 2,302 required to file were not in compliance—a 99.86% compliance rate; 15 board and commission members out of 461 required to file were not in compliance—a 96.74% compliance rate. Figures improved to 100% for employees (0 not in compliance) and 98.48% for members (7 not in compliance) as of May 20, 2004. Mr. Abrams provided legal advice regarding the requirements for one form to address both employee and board member reporting. Mr. Buck provided information on the scope and number of questions that have come to his attention regarding this particular matter. Following discussion, Dr. Gordon moved and Mr. Saltzman seconded that, for the next year's program, the board would increase education and outreach for the 30 individuals required to make a dual filing based on multiple county positions, and that the board would make every effort to assist those individuals in complying with the requirement. The board unanimously approved the motion and directed the administrator to inform the board on this matter as materials become available for next year's program.

Chair Price Spratlen expressed thanks on behalf of the board for the work of staff on the disclosure program and the success of the Seventh Annual Board of Ethics Reception held at noon on that same day.

6. Meeting with the Executive. Chair Price Spratlen and Dr. Gordon reported on their meeting with the executive held on April 26, 2004. Items for discussion during the meeting included leadership's role in ethics; the 2004 financial disclosure program compliance status; the 2004 awareness campaign; political campaign activities; and a statement of appreciation for the appropriate office provided to the ethics office. During the meeting, the executive agreed to take action to ensure compliance by any employee or board member not yet in compliance. He also agreed to support an ethics survey to gauge the effectiveness of the awareness campaign and current ethics programs. He assured the chair and Dr. Gordon that he would not allow nor condone any political activities contrary to county law.

Chair Price Spratlen stated that the executive is taking the work of the board seriously. She noted the board's deep appreciation to Mr. Buck for his quiet work in securing the new office location. Dr. Gordon noted that, based on the meeting discussion, ethics has been introduced into the everyday working environment of the county and that the code now serves as a functional instrument benefiting both government and employees.

6. *Staff Report.* Ms. Clemens briefed the Board. Staff Informational Response Summary. The ethics administrator issued fifteen (15) written staff informational responses upon request by county employees between April 12, 2004, through May 11, 2004. Ethics issues addressed by the responses included use of county email related to employee benefits; appropriate responses to incidental gifts; solicitation for donations; use of county resources related to posting notices; use of county email related to professional organizations (2); seeking grants from foundations; acceptance of meals; potential conflict for board members; employee as subconsultant; references, referrals, and testimonials; donating county property; acceptance by the county of donated items; post-employment and related issues; and campaign activities. Board members discussed the various issues. Proposed Ordinance Relating to Oaths for Disclosure Statements and Forms Under the Code of Ethics. Mr. Buck announced that the proposed ordinance had been forwarded to the executive for his review and approval and that the document would be forwarded to the County Council for vote within two or three months. Miscellaneous Correspondence. The board was informed that the Seattle Ethics and Elections Commission has appointed Wayne Barnett as its executive director and the board directed the administrator to invite Mr. Barnett to a future board meeting.

Mr. Saltzman asked the board to consider possible uses of the Tri-Jurisdictional Statement; Chair Price Spratlen stated that the board would share the approved draft with other ethics agencies for collaboration and possible public announcement.

Ms. Clemens distributed the 2003 King County Board of Ethics Annual Report and informed the board that the document will be distributed to county leadership within the week.

Rev. Pruitt moved and Mr. Saltzman seconded the motion to adjourn the meeting. The board unanimously approved the motion and the meeting was adjourned at 3:25 p.m.

Approved this 28th day of June, 2004, by the King County Board of Ethics.

Signed for the Board: _____
Dr. Lois Price Spratlen, Chair